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MEMORANDUM FOR: Chairman, Support Services
Historical Board

SUBJECT: Quarterly Status Report, O/F History as of 20 June 1969

has continued his activity during the current quarter in preparing the Office of Finance History. His efforts have been concentrated on preparation of his final draft which he submitted to the undersigned on 19 June 1969.

services, except for possible spot consultations, if necessary, have been completed and as his other outside activities make him unavailable for further work on the history project, his contract will terminate on 30 June 1969, the date to which it was previously extended.

The draft will be reviewed and edited by one or more Senior Staff
Finance Officers for accuracy, completeness, and other criteria prior to
submission to the Director of Finance for his approval. This final effort
is expected to take approximately sixty days as the history includes in
addition to the narrative portion a number of organizational charts

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tracing the evolution of the financial organization. We believe these
are an important segment and plan to do a professional job in drawing
these charts from sketches. This, plus a quantity typing
job and preparation of an index after final approval, is the basis for
our time estimate. 😸

We have therefore set 31 August 1969 as the target date for submission of the completed history to your office.

for Executive Officer
Office of Finance

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